



**STATE OF LOUISIANA  
DEPARTMENT OF STATE  
AL ATER  
SECRETARY OF STATE**

***GUIDE TO USING THE AUDIO VOTING KEYPAD***



The State of Louisiana now has the same audio voting keypad for all Election Day precinct voting systems and all early voting systems. Now all voters needing assistance in the State of Louisiana will have the same privacy rights as other voters in the State of Louisiana.

At the top of the keypad are the volume control buttons located on the top left-hand corner and the speed control buttons located on the top right-hand corner. The volume control buttons have the decrease volume on the left and increase volume on the right. The speed control buttons have the decrease speed on the left and increase speed on the right. The Braille name for each set of control buttons is located above the buttons.

The audio voting keypad consists of four main buttons on the keypad that is attached to the voting system. The Braille name for each button is located above the button. The main buttons are:

- A square-shaped blue HELP button;
- A triangle-shaped yellow BACK-ARROW button;
- A triangle-shaped green NEXT-ARROW button; and
- A round-shaped red SELECT button.

Placing a headset over the voter's ears operates the audio voting keypad. A voter may bring his own headset that will have to be attached to the bottom of the keypad provided that the plug will work. Individuals who are visually impaired, illiterate or have difficulty processing the written word can use this method.

In addition, a voter with other physical disabilities can use the audio voting keypad to allow them to vote using alternative methods to cast their vote. For a voter who needs the sip and puff method to vote, he must bring his sip and puff connector that will be attached to the bottom of the audio voting keypad to vote. For a voter who needs to use the stylus method to vote, he must bring his stylus with him to the polls. The buttons on the audio voting keypad have an indentation or raised area on each button that will accommodate the stylus.

With each audio voting keypad, there is a velcro strap that can be used to place the keypad wherever the voter needs it to be placed.

The voter will be responsible for telling the commissioner at the polls or registrar of voters' employee which of the above combinations that he will need to vote once he enters the voting booth.

# ***HOW TO CAST YOUR VOTE!***

## **REGULAR STEPS:**

- You will check in at the precinct table on Election Day or at the registrar of voters' office for early voting.
- You must tell the person checking you in that you want to vote using the audio voting keypad. He will then install the unit on the voting system for you.
- You will be shown to a voting booth and will be given the audio voting keypad and the audio headphones. In addition, you will need to inform the person if you need him to place the velcro voting strap and the placement of the keypad or have him connect the plug-in of your sip and puff connector.

When the person assisting you leaves, you are ready to begin the voting process.

- You will automatically hear the introduction and introductory help. If you have already used the keypad and do not need this information, you may press the round-shaped red SELECT button to cancel the instructions and proceed with voting. However, if you ever need help during the voting process you can press the square-shaped blue HELP button.
- In the instructions, note that the word contest means election for a candidate, constitutional amendment or proposition.
- The system will ask you to press the round-shaped red SELECT button to hear the list of choices for the first contest. Please note that the number following the candidates name is the candidate's ballot number and is not the number of votes on that voting system.
- After the list is read, you must press the triangle-shaped green NEXT-ARROW button to hear the first choice.
- If you do not select the first choice, you must press the triangle-shaped green NEXT-ARROW button to hear the next choice and so

on. When you hear the candidate or proposition that you want to vote for, you must press the round-shaped red SELECT button to select the choice. You will hear “selected.”

- You may use the triangle-shaped yellow BACK-ARROW until you hear the choice that you want and press the round-shaped red SELECT button to select the candidate or proposition of your choice.
- After voting for your choice (or multiple choices if the candidate contest permits voting for more than one candidate), you will hear “this contest is fully voted.”
- If you change your mind when you are in the same contest, you can repeatedly press the triangle-shaped yellow BACK-ARROW or the triangle-shaped green NEXT-ARROW until you hear the choice you selected. You must press the round-shaped red SELECT button to delete your selection. You will hear “not selected” and you may proceed up and down the contest until you get to the candidate or proposition of your choice. You must then press the round-shaped red SELECT button to make your new selection. You will hear “this contest is fully voted.”
- If you want to leave the contest after you hear “this contest is fully voted”, you can press the round-shaped red SELECT button at any time to exit the contest.
- For multiple choices on a contest, you will continue pressing the triangle-shaped green NEXT-ARROW until you hear “exit contest.”
- You must press the round-shaped red SELECT button to begin the next contest and use the same steps above.
- After making all of your selections and before casting your vote, you can review your choices at the end of the ballot before you cast your vote. Exit all contests. Press the triangle-shaped green NEXT-ARROW until you hear “review your selections.”
- You must press the round red SELECT button to hear the contest names and selections.

- If you want to make a change to your selection after leaving the contest, press the triangle-shaped yellow BACK-ARROW button to return to the contest and selection then press the round-shaped red SELECT button to delete your selection. You will hear “not selected.” Use the triangle-shaped yellow BACK-ARROW or triangle-shaped green NEXT-ARROW to go to the candidate, constitutional amendment, and/or proposition of your choice. You must press the round-shaped red SELECT button to make your new selection. You will hear “selected.”

### **SHORTCUT:**

- ❖ Skipping a Contest for a Candidate or Proposition

To skip a contest, press the triangle-shaped green NEXT-ARROW button repeatedly until you hear “exit contest.” You must then press the round-shaped red SELECT button to go to the next contest.

### **TO CAST YOUR VOTE:**

- Press the triangle-shaped green NEXT-ARROW when you are finished until you hear “voting is completed.”
- To officially cast your vote, press the round-shaped red SELECT button. You will hear “your vote is being recorded.”

### **LEAVING THE BOOTH:**

- When you have finished voting, the person who assisted you will be standing by the unit.
- You should request assistance in removing the keypad, velcro strapping, sip and puff connector, and/or personal headset.
- You can now leave the booth.

This public document was published at a total cost of \$3,053.58. Fourteen thousand (14,000) copies of this document were published in this second printing at a cost of \$3,053.58. The total cost of all printings of this document including reprints is \$8,906.88. This document was published for the Department of State, P.O. Box 94125, Baton Rouge, LA 70804-9125 by the Division of Administration, Office of State Printing, to provide voter registration and voter education information under the provisions of R.S. 18:18(A)(8) and in accordance with the voter education requirements of HAVA of 2002. This material was printed in accordance with standards for printing by state agencies established pursuant to R.S. 43:31.

